



TRAINING SUMMIT 2001

**“The commander in the field is
always right and the rear echelon
is wrong, unless proved
otherwise.”**

***General Colin Powell,
Chairman (Ret), Joint Chiefs of Staff***



AVIATION TRAINING DEPARTMENT

TRAINING SUMMIT 2001



COURSE OVERVIEW

- Introduction
- CO Welcome
- The Training Process
- The Tools
- Learning Resources
- Non-Prior Service Program
- Discussion
- Survey



TRAINING SUMMIT 2001

“Simply put, we are good at training, but we can do better.”

CNO
20 July 2001

- Winning the “War for People”
- Commitment to education & learning that will empower our Sailors to excel professionally & personally.
- We owe those who promise to serve the best possible training and education.
- We must provide the tools and opportunities...



TRAINING DEPARTMENT CHARTER

- Train to the needs of the customer
- Review Navy training requirements and policy generation, curriculum development and execution
- Gather feedback from both the customers and training providers
- Examine latest technologies and training methods
- Recommend the most effective and efficient training program to enhance innovation and implement revolutionary ideas
- Recommend changes to requirements to foster innovation and accelerate change



TRAINING SUMMIT 2001

Commanding Officer Welcome

CAPT P. H. BASZNER



ATD RESPONSIBILITIES

- **AVIATION TRAINING DEPARTMENT**
 - Responsible for providing training information that CO/XO 's, Training Officers and Training Petty Officers can apply to determine the condition of the unit's training program
 - Guided by COMNAVAIRESFORINST 1500.5F



THE 3-STEP TRAINING PROCESS

The Simple 3-Step Training Process:

1. **Planning** – utilizing the Planning Board For Training (PBFT), as well as long and short range training plans
2. **Execution**
3. **Documentation** – 3500's and RSTARS(TM)/ Training Readiness Module (TRM)



PLANNING

- **Training Plans:**
 - Long Range Consolidated Training Plan
 - SRTP/Consolidated Training Plan (CTP)
- **Planning Board for Training (PBFT):**
 - Identifies training requirements from the gaining command for officers and enlisted personnel
 - NAR can coordinate requested training
 - Unit representation/attendance needed
 - Monthly minutes routed for signature from unit CO to NAR CO. Minutes are kept for one (1) year



DOCUMENTATION-RSTARS(TM)

Reserve Standard Training, Administration, and Readiness Support (RSTARS) Training Module (TM)

- » Current management information system which provides support to the training functions performed by the Naval Reserve
- » Used by CNRF to track unit readiness
- » Progressively becoming maintenance-intensive
- » Unsupported by the manufacturer
- » Current SOP just developed and now available at <http://cnarfn7.cnrf.nola.navy.mil/RSTARS.htm>.



DOCUMENTATION-NEW TRM

- **Web-Enabled Training Readiness Module**

- Will replace the RSTARS(TM) program in approximately a year
- Encompasses the management, planning, administration, mobilization and programming of resources for SELRES
- Web-enabled/more compatible with current software
- Uses better logic for training requirements/more flexibility with ad-hoc reports



3 MAIN TRAINING CATEGORIES

- **GMT (General Military Training)** - 12 one-hour lessons per year.
- **RATE (Rate Training)** - separate category from PJT. Minimum of 6 hours semi-annually.
- **PJT (Practical Job Training)** - 12 hours semi-annually, of those 12 TOTAL hours, 6 of those hours must include Rate Training.



- **Practical Job Training (PJT):**

Categories include:

- Rate Training (RT)

- training in a given rate

- On-the-Job Training (OJT)

- hands-on training of skill or task

- Career Enhancement Training (CET)

- any type of professional enhancement training

- Contributory Support Training (CS)

- training with gaining command/must relate to NEC



CURRENT TRAINING REPORTS

Good tools to plan and monitor training and readiness:

- **RSTARS(TM) Reports:**

- Training Comparison Report - Includes Crossed Assigned Out (CAO) personnel
- Readiness Comparison Report - Includes Cross Assigned In (CAI) Personnel
- Training Summary Report
- Individual Training Plan (ITP) Report

PERSONAL DATA - PRIVACY ACT OF 1974

DATE: 01/10/11

PAGE: 1

TRAINING COMPARISON REPORT FOR NR TACRON 2186 - 86309

NRA: 8686 ACTIVITY: NAVAIRES NORFOLK VA

RBSC/AUIC	NAME	RATE/ RANK	SSN	SEL/ FTS	PRMT	POMT	OVRL	IRAD	BILLET ASGN DATE
7067F/09807	ANGELY VINCENT EDWIN	AN		S	0.0%	N/A	0.0%	10DA1	00/09/25
7030F/09807	BRYANT ROBERT LEE JR	MS2		S	100%	N/A	100%	XXAA0	98/03/21
7041F/09807	CARPENTER JEFFREY LAYNE	AC1		S	100%	N/A	100%	XXA98	92/09/25
7032F/09807	CHAMBERLAIN CORWIN D	LCDR		S	N/A ITP			99DA9	99/07/30
7029F/09807	COLE YOLANA KINDLE	CTO3		S	0.0%	N/A	0.0%	10D81	01/05/31
7037F/09807	COLLINS TIMOTHY R	LCDR		S	NO ITP			99N81	00/09/01
7065F/09807	CUNNINGHAM JACQUIEL TAJARE	AN		S	0.0%	N/A	0.0%	10D91	00/09/29
7005F/09807	CURRAN ANTHONY BERRY	LCDR		S	NO ITP			99N81	00/12/31
7030F/09807	DALY JOHN FRANCIS	LCDR		S	NO ITP			99DB9	99/10/01
7049F/09807	DANLEY CURTIS LAYMON	MS3		S	100%	N/A	100%	XXAA0	98/09/14
7023F/09807	DARDEN RONALD KARL	CDR		S	N/A ITP			99N94	93/08/24
7086F/09807	DAVAUL MICHAEL EDWARD	MS3		S	100%	N/A	100%	XXAA9	99/08/30
7027F/09807	DENNIS DAVID L	LCDR		S	N/A ITP			99N81	01/07/31
7006F/09807	DUQUETTE PAUL ARMAND	AN		S	100%	N/A	100%	XXA31	00/08/29
7002F/09807	EVANS COURTNEY D	OS1		S	100%	N/A	100%	XXAA0	97/06/21
7032F/09807	HARRISON RHODA CEVERA	YN3		S	100%	N/A	100%	XXAA0	00/05/19
7040F/09807	HOLLADAY CHRISTOPHER LEE	LCDR		S	NO ITP			XXA91	01/02/01
7039F/09807	HOLLINGER GREGORY KEITH	AC1		S	100%	N/A	100%	XXA98	92/09/10
7007F/09807	HOLT PAMELA SHAVAL	YN2		S	0.0%	N/A	0.0%	10D81	01/04/26
7008F/09807	HORNSTEIN DANIEL JOSEPH JR	LCDR		S	N/A ITP			99N94	92/10/01
7071F/09807	HURST TARA HAWKS	AN		S	0.0%	N/A	0.0%	10D31	00/09/27
7022F/09807	JALETTE RAYMOND GERARD	CDR		S	N/A ITP			99N75	92/11/19
7011F/09807	JASPER YOLANDA MARCIA	AN		S	100%	N/A	100%	XXAA0	00/05/15
7026F/09807	JEPSKY ROSALIE ANNE	LCDR		S	N/A ITP			99DB9	99/09/30
7017F/09807	JONES ALEXIS NAPOLEON	MS3		S	50.0%	N/A	50.0%	50D91	01/08/16
7072F/09807	JONES TRINA LATRICE	AN		S	0.0%	N/A	0.0%	10D31	01/03/02
7026F/09807	KELLY RHONDA MCSHAY	SN		S	100%	N/A	100%	XXAA0	00/09/14
7039F/09807	KIBBEY STEPHEN DOUGLAS	LCDR		S	NO ITP			99N81	01/07/31
7010F/09807	KING ROBERT LYLE	AC2		S	100%	N/A	100%	XXAA0	00/04/27
7007F/09807	KROHN LISA ANNE	LCDR		S	NO ITP			99N81	01/01/05
7068J/09807	LOHR GARY WILLIAM	ACCS		S	100%	N/A	100%	XXAC8	85/03/01
7066F/09807	LUCAS NATHAN ALAN	AN		S	100%	N/A	100%	XXA91	00/10/30
7041F/09807	SHUFORD KENT B	LT		S	NO ITP			XXA91	01/04/18
7010F/09807	STENNETT MATTHEW EDGAR	LCDR		S	N/A ITP			99DC8	98/10/27
7621A/84024	TOWNSEND MARK ANTHONY	PC2		S	NO ITP			10DA1	01/09/20
7034F/09807	TURNER LAWFORD RANDOLPH	SH2		S	100%	N/A	100%	XXA78	94/09/01
7048F/09807	WILLIAMS DARREN	MS2		S	100%	N/A	100%	XXA31	96/06/25
7008F/09807	WILLIAMS LARRY	SH3		S	100%	N/A	100%	XXA31	97/04/15
7025F/09807	ZEVALLOS DIEGO RAUL	CDR		S	NO ITP			99D79	99/05/16

LOCAL ASSIGNED: 49
CROSS ASSIGNED OUT: 1
TOTAL RECORDS: 50

UNIT OTE: 84%
UNIT PRMT AVERAGE: 73%
UNIT POMT AVERAGE: N/A
UNIT OVRL AVERAGE: 73%

PERSONAL DATA - PRIVACY ACT OF 1974

DATE: 01/10/11

PAGE: 1

READINESS COMPARISON REPORT
FOR
NR TACRON 2186 - 86309

NRA: 8686 ACTIVITY: NAVAIRES NORFOLK VA

RBSC/AUIC	NAME	RATE/ RANK	SSN	SEL/ FTS	PRMT	POMT	OVRL	IRAD	BILLET ASGN DATE
7067F/09807	ANGELY VINCENT EDWIN	AN		S	0.0%	N/A	0.0%	10DA1	00/09/25
7030F/09807	BRYANT ROBERT LEE JR	MS2		S	100%	N/A	100%	XXAA0	98/03/21
7041F/09807	CARPENTER JEFFREY LAYNE	AC1		S	100%	N/A	100%	XXA98	92/09/25
7032F/09807	CHAMBERLAIN CORWIN D	LCDR		S	N/A ITP			99DA9	99/07/30
7029F/09807	COLE YOLANA KINDLE	CTO3		S	0.0%	N/A	0.0%	10D81	01/05/31
7037F/09807	COLLINS TIMOTHY R	LCDR		S	NO ITP			99N81	00/09/01
7065F/09807	CUNNINGHAM JACQUIEL TAJARE	AN		S	0.0%	N/A	0.0%	10D91	00/09/29
7005F/09807	CURRAN ANTHONY BERRY	LCDR		S	NO ITP			99N81	00/12/31
7030F/09807	DALY JOHN FRANCIS	LCDR		S	NO ITP			99DB9	99/10/01
7049F/09807	DANLEY CURTIS LAYMON	MS3		S	100%	N/A	100%	XXAA0	98/09/14
7023F/09807	DARDEN RONALD KARL	CDR		S	N/A ITP			99N94	93/08/24
7086F/09807	DAVAUL MICHAEL EDWARD	MS3		S	100%	N/A	100%	XXAA9	99/08/30
7027F/09807	DENNIS DAVID L	LCDR		S	N/A ITP			99N81	01/07/31
7006F/09807	DUQUETTE PAUL ARMAND	AN		S	100%	N/A	100%	XXA31	00/08/29
7002F/09807	EVANS COURTNEY D	OS1		S	100%	N/A	100%	XXAA0	97/06/21
7032F/09807	HARRISON RHODA CEVERA	YN3		S	100%	N/A	100%	XXAA0	00/05/19
7040F/09807	HOLLADAY CHRISTOPHER LEE	LCDR		S	NO ITP			XXA91	01/02/01
7039F/09807	HOLLINGER GREGORY KEITH	AC1		S	100%	N/A	100%	XXA98	92/09/10
7007F/09807	HOLT PAMELA SHAVAL	YN2		S	0.0%	N/A	0.0%	10D81	01/04/26
7008F/09807	HORNSTEIN DANIEL JOSEPH JR	LCDR		S	N/A ITP			99N94	92/10/01
7071F/09807	HURST TARA HAWKS	AN		S	0.0%	N/A	0.0%	10D31	00/09/27
7022F/09807	JALETTE RAYMOND GERARD	CDR		S	N/A ITP			99N75	92/11/19
7011F/09807	JASPER YOLANDA MARCIA	AN		S	100%	N/A	100%	XXAA0	00/05/15
7026F/09807	JEPSKY ROSALIE ANNE	LCDR		S	N/A ITP			99DB9	99/09/30
7017F/09807	JONES ALEXIS NAPOLEON	MS3		S	50.0%	N/A	50.0%	50D91	01/08/16
7072F/09807	JONES TRINA LATRICE	AN		S	0.0%	N/A	0.0%	10D31	01/03/02
7026F/09807	KELLY RHONDA MCSHAY	SN		S	100%	N/A	100%	XXAA0	00/09/14
7039F/09807	KIBBEY STEPHEN DOUGLAS	LCDR		S	NO ITP			99N81	01/07/31
7010F/09807	KING ROBERT LYLE	AC2		S	100%	N/A	100%	XXAA0	00/04/27
7007F/09807	KROHN LISA ANNE	LCDR		S	NO ITP			99N81	01/01/05
7068J/09807	LOHR GARY WILLIAM	ACCS		S	100%	N/A	100%	XXAC8	85/03/01
7066F/09807	LUCAS NATHAN ALAN	AN		S	100%	N/A	100%	XXA91	00/10/30
7052F/09807	MAYO SHERIESE CLAUSELLE	AN		S	100%	N/A	100%	XXAA0	00/05/15
7031F/09807	SCANDRETT MONICA MONIQUE	YN2		S	CAI			00081	01/09/27
7041F/09807	SHUFORD KENT B	LT		S	NO ITP			XXA91	01/04/18
7010F/09807	STENNETT MATTHEW EDGAR	LCDR		S	N/A ITP			99DC8	98/10/27
7034F/09807	TURNER LAWFORD RANDOLPH	SH2		S	100%	N/A	100%	XXA78	94/09/01
7048F/09807	WILLIAMS DARREN	MS2		S	100%	N/A	100%	XXA31	96/06/25
7008F/09807	WILLIAMS LARRY	SH3		S	100%	N/A	100%	XXA31	97/04/15
7025F/09807	ZEVALLOS DIEGO RAUL	CDR		S	NO ITP			99D79	99/05/16

LOCAL ASSIGNED: 49
CROSS ASSIGNED IN: 1
TOTAL RECORDS: 50

UNIT IRAD AVERAGE: 84%
UNIT PRMT AVERAGE: 73%
UNIT POMT AVERAGE: N/A
UNIT OVERALL AVERAGE: 73%

 DATE: 01/10/10

PAGE: 1

TRAINING SUMMARY REPORT

FOR

NR FP LEPSU 0186 - 83056

FROM: 01/04/01 - TO: 01/10/10

OFF/ENL: BOTH FTS/SEL: BOTH PAY GRADE: E1 E2 E3 E4 E5 E6
 DEPT : ALL
 DIV : ALL
 W/C : ALL
 TYPE : PJT, RATE

NAME	RNKRT PGRD	S/F DEPT	IRAD DIV	PRMT W/C	PJT	RATE	TOTAL
ANDERSON GEORGE KEVIN					26.0	6.0	32.0
AM1 E6	SEL			NO ITP			
BENSON FLOYD					30.0	6.0	36.0
SM2 E5	SEL	94DA		94.4%			
BURKE DEREK ALLON					30.0	6.0	36.0
GM3 E4	SEL	XXAA		100%			
CHRISTIE CHRISTOPHER LEE					30.0	6.0	36.0
BM2 E5	SEL	99DA		NO ITP			
CRAYLE WILLIAM FRANK JR					37.0	6.0	43.0
AT2 E5	SEL	XXA9		100%			
CRIST JAMES ROBERT					37.0	6.0	43.0
AZ2 E5	SEL	XXA3		100%			
DAUGHERTY SHAWN LEROY					53.0	6.0	59.0
OS2 E5	SEL	XXA9		100%			
DEVANE LAMOUNT					30.0	6.0	36.0
BM2 E5	SEL	94DA		94.4%			
DIAZ ERROL OCTAVIOUS					30.0	6.0	36.0
IT2 E5	SEL	XXAA		100%			
EDMONDS FRANK EARL					15.0	6.0	21.0
AO1 E6	SEL			NO ITP			
		700		AO			
ESTERS KIMBRIE ELIZABETH					15.0	6.0	21.0
AS2 E5	SEL	89DA		88.9%			
FLORIANO MICHAEL DAVID					30.0	6.0	36.0
QM2 E5	SEL	94DA		94.4%			
GALLOP ORRIN KEITH					30.0	6.0	36.0
AT2 E5	SEL	94DA		94.4%			

PERSONAL DATA - PRIVACY ACT OF 1974

DATE: 01/10/10

PAGE: 1

ITP SUMMARY BY UNIT REPORT FOR NR NAS OCEANA 0186 - 86795

NRA: 8686 ACTIVITY: NAVAIRE NORFOLK VA

DEPT: ALL
DIV : ALL
W/C : ALL

	REQ TYP	TSN	TSN DESCRIPTION	PTS AVAIL	PTS EARNED	COMP DATE	EXP DATE	PLAN DATE
NAME : BAILEY BEVERLEY ANN	R	CNC-602-3010	AN/ASN-50 ATTITUDE HEADING REF	1	0	--	--	--
SSN :	R	CNC-102-3560	P-3/C-130/E-2/C-2 ELECTRICAL	1	0	--	--	--
RATE/RANK : AE2	R	CNA-950-0001	BOOT CAMP	0	1	8906	--	--
RBSC/AUIC : 0288F/44325	R	CNJ-495-0412	GEN SHIPBOARD FIRE FIGHTING	0	0	--	--	0110
BILLET TITLE : RA ASST SUPERVISOR	R	F21-100-2020	NAVAIR 01-1A-540 AVIONICS	0	0	9004	--	--
BILLET ASSIGN: 01/08/20	R	CNP-500-0025	E-5 AND BELOW IS NOT REQUIRED	0	0	9905	--	--
DEPT/DIV/WC : /600 /								

IRAD: POINT TOTALS - PRMT: 2 1 33.3% QUALIFIED
POMT: 0 0 N/A QUALIFIED
OVRL: 2 1 33.3% QUALIFIED

NAME : BAMBURY LISA JEANNE	R	CNE-603-4007	AF INT MAINT	0	1	0007	--	--
SSN :	R	CNA-950-0001	BOOT CAMP	0	1	9211	--	--
RATE/RANK : AM2	R	CNJ-495-0412	GEN SHIPBOARD FIRE FIGHTING	0	0	--	--	0201
RBSC/AUIC : 7006F/44325	O	CNP-500-0025	E-5 AND BELOW IS NOT REQUIRED	0	0	--	--	--
BILLET TITLE : RA AV STRUC MECH STRU								
BILLET ASSIGN: 91/03/10								
DEPT/DIV/WC : /500 /								

IRAD: XXA81 POINT TOTALS - PRMT: 0 2 100.0% QUALIFIED
POMT: 0 0 N/A QUALIFIED
OVRL: 0 2 100.0% QUALIFIED

NAME : BENNETT JENNIFER SUE	R	CND-198-6231	RADCOM MAINT 6633	1	0	--	--	0210
SSN :	R	CNA-950-0001	BOOT CAMP	0	1	9404	--	--
RATE/RANK : AT2	R	CNJ-495-0412	GEN SHIPBOARD FIRE FIGHTING	0	0	--	--	0201
RBSC/AUIC : 7037F/44325	R	F00-100-4176	AVIONICS CORROSION CONTROL	0	0	--	--	0111
BILLET TITLE : RA RADCOM TECHNICIAN	R	CNP-500-0025	E-5 AND BELOW IS NOT REQUIRED	0	0	--	--	--
BILLET ASSIGN: 99/10/18								
DEPT/DIV/WC : /600 /								

IRAD: 500B9 POINT TOTALS - PRMT: 1 1 50.0% QUALIFIED
POMT: 0 0 N/A QUALIFIED



CURRENT TRAINING REPORTS

- **More RSTARS(TM) Reports:**
 - Unit Training Schedule Report
 - 3500/2 (Report of Training)
 - Instructor Listing Report
 - Unauthorized Absence Report



RESERVE BILLET TRAINING REQUIREMENT (RBTR)

- **RBTRs** identify the minimum training required for qualification in MOB billets as defined by the gaining command.
- The RBTR program provides the definitive instrument for the identification of SELRES training requirements, training planning, and readiness evaluation system for COMNAVAIRESFOR activities.
- Selections from the RBTR form the basis of the ITP (Individual Training Plan).
- Mobilization Billet Equivalent Training Letter - grants waiver for school requirements based on civilian job equivalency or experience.

DATE: 01/10/23

PAGE: 1

INTERVIEW SHEET

R-830-1000-02

NAME: BENSON FLOYD

RATE: SM2

DEPT:

DIV:

W/C:

ASSIGNMENT: LOCAL P/S NEC: 0000/9545

SSN:

TRUIC: 83056

UNIT NAME: NR FP LEPSU 0186

BILLET ASGN DATE: 01/09/19

RBSC: 7014F

RATE: FC2

BILLET TITLE : RA SECURITY

P/S NEC: 0000/9545

AUC: 46129

FRI: I

UMUIC: 83056

GAINING COMMAND: NR FP LEPSU 0186

ABSC: 12380

REQ TYPE	TSN	DESCRIPTION	REFERENCE	FREQ	COURSE LENGTH	PTS AVAIL	PTS EARNED	COMP DATE	PLANNED DATE
R	FTS-830-0001	LAW ENFORCEMENT/PHYSICAL ITY PHASE II (IN-SERVICE-	OPNAV5530.14C	1 YR	5 D	1	0	0005*	_____
R	MIS-000-0344	FIREARMS QUALIFICATIONS	OPNAVINST 3591.1 SERIE	1 YR	2 D	0	1	0103	_____
R	MIS-000-0345	EMERG VEHICLE QUAL OPERAT OPERATOR COURSE	OPNAVINST 5100.12 SERI DOT NHTSA	ONCE	5 D	0	1	0101	_____
R	Choose 1 of the following paths: FTS-830-0000	PHYSICAL SECURITY/LAW ENF ENT PHASE I (BASIC)		ONCE	14 D	0	14	9903	_____
R or	CNA-830-0011	U S NAVY SECURITY GUARD 9	A-830-0011.	ONCE	29 D	1	0	_____	_____
R or	AFC-001-9545	AIR FORCE SEC SPEC L3ABR -002 NEC 9545	L3ABR81130-002 LACKLAN NAVPERS 18086F	ONCE	32 D	1	0	_____	_____
R or	AFC-002-9545	AIR FORCE LAW ENFORCEMENT L3ABR81132-001 NEC 9545	L3ABR81132-001 LACKLAN NAVPERS 18086F	ONCE	33 D	1	0	_____	_____
O	MIS-000-0346	EMERGENCY VEHICLE RECERTI COURSE (RECERTIFICATION)	OPNAVINST 5100.12 SER	3 YR	2 D	0	1	0101	_____
O	Choose 1 of the following paths: A00-300-0011	CPR TRAINING	AMERICAN RED CROSS	1 YR	8 H	0	0	_____	_____
O or	A00-300-0014	CPR TRAINING (AHA)	AMERICAN HEART ASSOC. 2 YR REQUAL	2 YR	8 H	0	0	_____	_____

Interviewed By: _____ Date: _____

Individual's Signature: _____ Date: _____

PERSONAL DATA - PRIVACY ACT OF 1974

DATE: 01/10/23

PAGE: 1

INDIVIDUAL TRAINING PLAN
R-830-1000-02NAME: BENSON FLOYD
SSN:RATE: SM2
TRUIC: 83056DEPT: DIV: W/C:
UNIT NAME: NR FP LEPSU 0186ASSIGNMENT: LOCAL P/S NEC: 0000/9545
BILLET ASGN DATE: 01/09/19RBSC: 7014F
AUC: 46129

FRI: I

RATE: FC2
UMUIC: 83056BILLET TITLE : RA SECURITY
GAINING COMMAND: NR FP LEPSU 0186P/S NEC: 0000/9545
ABSC: 12380

REQ TYPE	TSN	DESCRIPTION	REFERENCE	FREQUENCY	POINTS AVAIL.	POINTS EARNED	COMPLETION DATE	PLANNED DATE
R	FTS-830-0001	LAW ENFORCEMENT/PHYSICAL SECUR ITY PHASE II (IN-SERVICE-TRNG)	OPNAV5530.14C	1 YR	1	0	0005*	_____
R	MIS-000-0344	FIREARMS QUALIFICATIONS	OPNAVINST 3591.1 SERIES	1 YR	0	1	0103	_____
R	MIS-000-0345	EMERG VEHICLE QUAL OPERATOR OPERATOR COURSE	OPNAVINST 5100.12 SERIES DOT NHTSA	ONCE	0	1	0101	_____
R	FTS-830-0000	PHYSICAL SECURITY/LAW ENFORCEM ENT PHASE I (BASIC)		ONCE	0	14	9903	_____
O	MIS-000-0346	EMERGENCY VEHICLE RECERTIFICAT COURSE (RECERTIFICATION)	OPNAVINST 5100.12 SER	3 YR	0	1	0101	_____
O	A00-300-0014	CPR TRAINING (AHA)	AMERICAN HEART ASSOC. 2 YR REQUAL	2 YR	0	0	_____	_____

PRMT POINTS: 1 16 QUALIFICATION: 94.1%
 POMT POINTS: 0 1 QUALIFICATION: 100%
 OVERALL POINTS: 1 17 QUALIFICATION: 94.4%
 IRAD: 94DA1

INDIVIDUAL'S SIGNATURE: _____ DATE: _____

C. O. SIGNATURE: _____ DATE: _____

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EXHIBIT 3

SAMPLE LETTER FORMAT

MOBILIZATION BILLET EQUIVALENT TRAINING

(Note: Refer to chapter 2, article 408 of this instruction)

1500
Ser/
DD Mon YY

FOR OFFICIAL USE ONLY

From: Commanding Officer (Gaining Command)

To: Commanding Officer (Reserve Unit)

Subj: MOBILIZATION BILLET EQUIVALENT TRAINING

Ref: (a) COMNAVAIRESFORINST 1500.5F

1. The training plan for (Rate/Name/USNR/Social Security Number) has been reviewed. This individual is assigned to (Reserve Unit), (Activity Unit Identification Code/Reserve Billet Sequence Code). The training requirements of course (Training Sequence Number) (Course Title) have been met as of (Date).

2. Justification is based upon:

Note: Justification must be specific to include training/course accomplishment or specific on-the-job training.

//CO's Signature//

Copy to:
Unit Readiness Officer
Unit Training Officer
Training Jacket

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AUDITS

- **Audits:**
 - Documentation** - turn in training documentation to NAR ATD for review
 - Verification** – Yearly NAR audit, and quarterly audit by Unit Training Officers
 - Audit report** - forwarded from unit CO to NAVAIRES CO



RUADs

- **Reserve Unit Assignment Document (RUAD)**
 - Used to help track billets and personnel data
 - There are two types of RUADs:
 - › The Reserve Host System (RHS)
 - › Navy Integrated Personnel System (NSIPS)
 - NAR Manpower Department currently generates the RHS RUAD
 - Decoding the RUAD:
 - RFAS codes (Officer & Enlisted)
 - IRAD codes

PAGE 48

RUIC	APC	RESERVE UNIT	RESERVE ACTIVITY AND LOC	ST RC	NRA	RPC	RPTM	PRI
85752	864C562	NR CLF INTEL 0186	NAR NORFOLK	VA 06	8686	17E4	15	
RBSC C	AUIC	ADESG	RFAS	ANOBASNO	IDESG	ADTE	SSN	I NAME IRAD NOBCSNOB TRUIC UMUIC ABSC *-MOB ACTIVITY-* *-----MOB BILLET-----*
0013A	55333	1000J	XALE	9272				85752 20090 COM PHIB GRU TWO RA NAVGUNFIRE LIA\ASS
0011A	55333	1100J	JONE	9640	1635I	1199-		85752 20070 COM PHIB GRU TWO RA OP INTEL GEN\ASST
0012A	55333	1320J	XALE	9680	1635I	1297-		85752 20080 COM PHIB GRU TWO RA OPINTEL ANAL\ASST
0118A	55333	1320K	XALE	9680	1675K	0101		85752 20100 COM PHIB GRU TWO RA OPINTEL ANAL\ASST
0102J	55333	1630H	IACE	9640				85752 91020 COM PHIB GRU TWO RA OP INTEL GEN\AST A
7008J	00066	1630H	IONE	9600				85752 72620 US JOINT FORCES RA NAVY C4I SYS 200/50
0007A	55333	1630I	JAJE	9640				85752 20030 COM PHIB GRU TWO RA OP INTEL GEN\ASST
0090A	55333	1630I	JAJE	9640				85752 91030 COM PHIB GRU TWO RA OP INTEL GEN\AMPHI
0266A	00066	1630I	JONE	9600				85752 74850 US JOINT FORCES RA ASST FLT 224/5
0293A	55825	1630I	JONE	9616				85752 21160 COMNAVAIRLANT RA INTEL SUPP/LIAISON
0311A	00066	1630I	JAJE	9670	1635J	1001		84032 85752 72520 US JOINT FORCES RA COLL PLN OFF 224/5
0088J	55333	1630I	JONE	9640	1635I	0101		85752 91050 COM PHIB GRU TWO RA OP INTEL GEN\CURRE
0089A	55333	1630I	JONE	9640	1635I	1097		85752 91040 COM PHIB GRU TWO RA OP INTEL GEN\CURRE
0283A	00066	1630I	JONE	9600	1635I	1199		85752 74820 US JOINT FORCES RA FLT COLL OFF 224/5
7043A	00066	1630I	JONE	9600	1635I	0400		85752 76410 US JOINT FORCES RA ASST FLT 224/5
0224A	00066	1630I	JONE	9600	1635H	0101		84031 85752 74840 US JOINT FORCES RA ASST FLT 224/5
0353A	57012	1630I	JONE	9680	1635I	0101		84031 85752 18085 COMNAVAIRLANT RA OPINTEL ANAL
7009A	00066	1630I	JONE	9670	1635H	0101		84031 85752 72630 US JOINT FORCES RA COLL PLN OFF 224/5
7036A	00066	1630I	JONE	9600	1635I	0400		85752 75310 US JOINT FORCES RA ASST FLT 224/5
7021A	53889	1630I	JONE	9684	1635I	1100		85752 00530 COMCARGRU EIGHT RA MULTISEN INTEL
7010A	00066	1630I	JONE	9640	1635I	0101-		85752 72710 US JOINT FORCES RA INTEL OFF 220/501
0314A	00066	1630I	JONE	9600	1635I	0901		85752 74830 US JOINT FORCES RA FLT COLL OFF 224/5
7038F	53889	1630J	XONE	9684				85752 00540 COMCARGRU EIGHT RA MULTISEN INTEL
7054A	00066	1630J	XONE	9620				85752 76560 US JOINT FORCES RA CAT TEAM #4 228/51
7030A	57012	1630J	XOME	9683	1635L	0901		85752 18095 COMNAVAIRLANT RA PHOTO INTEL
0009A	55333	1630J	XABE	9640	1635I	0799		85752 20050 COM PHIB GRU TWO RA OP INTEL GEN\ASST
0087A	55333	1630J	XALE	9640	1635I	1100		85752 91070 COM PHIB GRU TWO RA OP INTEL GEN\INTEL
7053A	00066	1630J	XONE	9620	1635J	0901		86515 85752 75710 US JOINT FORCES RA ASST SCIF 732/552C
7154A	00066	1630J	XONE	9640	1635J	0901		86515 85752 72040 US JOINT FORCES RA IMINT OFF 224/527
0086A	55333	1630J	XALE	9640	1635L	0400-		85752 91060 COM PHIB GRU TWO RA OP INTEL GEN\INTEL
7010A	55322	1630J	XONE	96409660	1635J	0101		85752 26010 COMEODGRU 2 RA OP INTEL GEN\SCI&I
0010A	55333	1630K	XALE	9640				85752 20060 COM PHIB GRU TWO RA OP INTEL GEN\ASST
7044A	09812	1630K	KONE	9600				85752 34250 TACRON 22 RA INTEL BASIC
7035A	09812	1630K	KONE	9600	1635K	1100		85752 35020 TACRON 22 RA INTEL BASIC
7021A	55333	1630K	XONE	9640	1635J	0899-		85752 20040 COM PHIB GRU TWO RA OP INTELL GEN\ASST
7043A	09807	1630K	KONE	9600	1635I	0600		85752 34250 TACRON 21 RA INTEL BASIC
7035A	09807	1630K	KONE	9600	1635K	0901		86484 85752 35020 TACRON 21 RA INTEL BASIC
0085A	55333	7410M	XALE	9640	7418M	1001		86481 85752 91080 COM PHIB GRU TWO RA OP INTEL GEN\INTEL
...IAP...								
99999	J1277				1635J	1001-		PRIC 9600 85752
99999	J9335				1635H	1299		PACE 96003251 85752
99999	J1275				1635H	1001-		GERR 96009620 85752
99999	J1282				1635H	1001		FRAN 96409683 85752
99999	J9327				1105H	1199-		RM1 BANK 96005917 85752
99999	J1275				1635I	1001-		RIEL 96009308 85752

ALLOW	LOC ASGN + CAI = TOT ASGN	LOC ASGN + CAO + IAP = ON BD
TOTALS:	38 18 9 27 18 0 6 24	

RUIC	APC	RESERVE UNIT				RESERVE ACTIVITY AND LOC				ST	RC	NRA	RPC	RPTM	PRI											
----	----	-----				-----				----	----	----	----	----	----	----	-----									
83056	860E186	NR	FP	LEPSU	0186	NAR	NORFOLK				VA	06	8686	05F3												
RBSC	C	AUIC	ARATE	RFAS	ANECASNE	IRATE	ADTE	SSN	I	NAME	IRAD	PNECSNEC	TRUIC	UMUIC	ABSC	*-MOB	ACTIVITY	*-MOB	BILLET							
-----	----	-----	-----	-----	-----	-----	-----	-----	----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----							
7141F	46129	BM2	NABE	9545	OS2	0998			RC2	MATO	94DA1	00009545	83056	83056	12251	NAVSTA	ROTA	SECU	RA	SECURITY/AQMP-BINO						
7033F	46129	BM2	NABE	9545	MA1	0101			RM1	VALE	10D11	00009545	83056	83056	12475	NAVSTA	ROTA	SECU	RA	PATROLMAN						
7032F	46129	BM2	NABE	9545	ABH1	0998			RC2	STAR	94DA1	00009545	83056	83056	12470	NAVSTA	ROTA	SECU	RA	PATROLMAN						
7142F	46129	BM2	NABE	9545	OS2	0998			RC2	DAUG	XXA98	03349545	83056	83056	12271	NAVSTA	ROTA	SECU	RA	SECURITY/AQMP-BINO						
7034F	46129	BM2	NABE	9545	AE2	0998			RC2	HOLL	60D81	71339545	83056	83056	12480	NAVSTA	ROTA	SECU	RA	PATROLMAN						
7004F	46129	BM2	NABE	9545	AT2	0998			RC2	CRAY	XXA98	66539545	83056	83056	12330	NAVSTA	ROTA	SECU	RA	SECURITY						
7003F	46129	BM2	NABE	9545	AS2	0998			RC2	ESTE	89DA1	00009545	83056	83056	12325	NAVSTA	ROTA	SECU	RA	SECURITY						
7002F	46129	BM2	NABE	9545	AM2	1100			RC2	DEVA	84DA1	70H90000	83056	83056	12320	NAVSTA	ROTA	SECU	RA	SECURITY						
7005F	46129	BM2	NABE	9545	AM1	0501			RC2	ANDE	10D51	00009545	83056	83056	12335	NAVSTA	ROTA	SECU	RA	SECURITY						
7143F	46129	BM2	NABE	9545	AE2	0100			RC2	MAY	XXAA0	00000000	83056	83056	12276	NAVSTA	ROTA	SECU	RA	SECURITY/AQMP-BINO						
7007F	46129	BM3	NABE	9545	HT2	1299			RC2	JARZ	XXAA1	00009545	83056	83056	12345	NAVSTA	ROTA	SECU	RA	SECURITY						
7009F	46129	BM3	NABE	9545	GM3	0998			RC2	BURK	XXAA1	00009545	83056	83056	12355	NAVSTA	ROTA	SECU	RA	SECURITY						
7134F	46129	BM3	NABE	9545	AME2	0998			RC2	WHIT	XXAA1	8331	83056	83056	12141	NAVSTA	ROTA	SECU	RA	SECURITY/AQMP-BINO						
7038F	46129	MA1	6ACE		MA1	0299			RM1	MORR	XXA49	20050000	83056	83056	12310	NAVSTA	ROTA	SECU	RA	SECURITY SUPV						
7162F	46129	MA2	5ACE		GM1	0299			RC2	REED	83DA1	78359545	83056	83056	31006	NAVSTA	ROTA	SECU	RA	INVESTIGATOR/AQMP-						
7043F	46129	MA2	5ACE		MA2	0299			RM1	TURN	50D91	00000000	83056	83056	13240	NAVSTA	ROTA	SECU	RA	TSC ROMEO 29						
7065F	46129	MA2	5ACE		MA2	0299			RM1	CHAL	XXA49	00000000	83056	83056	13420	NAVSTA	ROTA	SECU	RA	FLORIDE ROMEO 35						
7151F	46129	MA2	5ACE		MA1	0501			RM1	CORR	50D91	00000000	83056	83056	13535	NAVSTA	ROTA	SECU	RA	PIER #2 (ROVER) RO						
7066F	46129	MA2	5ACE		MA2	0299			RM1	THOM	25D91	20080000	83056	83056	13440	NAVSTA	ROTA	SECU	RA	FLORIDE ROMEO 35						
7087F	46129	MA2	5AAE		MA2	1299			RM1	VALD	50D91	00009545	83056	83056	13155	NAVSTA	ROTA	SECU	RA	ROVER WEST ROMEO 2						
7010F	46129	STS2	NABE	9545	GMC	0299			RC2	WATS	83DA1	9545	83056	83056	12360	NAVSTA	ROTA	SECU	RA	SECURITY						
7011F	46129	STS2	NABE	9545	GMC	0299			RC2	STEP	83DA1	00009545	83056	83056	12365	NAVSTA	ROTA	SECU	RA	SECURITY						
7014F	46129	FC2	NABE	9545	SM2	0998			RC2	BENS	94DA1	00009545	83056	83056	12380	NAVSTA	ROTA	SECU	RA	SECURITY						
7012F	46129	FC2	NABE	9545	PN1	0998			RC2	WADO	XXAA1	00009545	83056	83056	12370	NAVSTA	ROTA	SECU	RA	SECURITY						
7140F	46129	MM3	NABE	9545	YN2	0998			RC2	WEAV	94DA1	25999545	83056	83056	12226	NAVSTA	ROTA	SECU	RA	SECURITY/AQMP-BINO						
7031F	46129	EM2	NABE	9545	AO2	0998			RC2	MAI	XXA98	00009545	83056	83056	12465	NAVSTA	ROTA	SECU	RA	PATROLMAN						
7022F	46129	IC2	NABE	9545	IT2	0998			RC2	DIAZ	XXAA1	00009545	83056	83056	12420	NAVSTA	ROTA	SECU	RA	SECURITY						
7018F	46129	IC3	NABE	9545	MA2	0601			RM1	MACL	10D71	08120000	83056	83056	12400	NAVSTA	ROTA	SECU	RA	SECURITY						
7016F	46129	IC3	NABE	9545	AM2	0998			RC2	SAVI	94DA1	83519545	83056	83056	12390	NAVSTA	ROTA	SECU	RA	SECURITY						
7020F	46129	IC3	NABE	9545	AO1	0101			RC2	EDMO	10D91	83450000	83056	83056	12410	NAVSTA	ROTA	SECU	RA	SECURITY						
7017F	46129	IC3	NABE	9545	AT2	0998			RC2	GALL	94DA1	83038345	83056	83056	12395	NAVSTA	ROTA	SECU	RA	SECURITY						
7015F	46129	IC3	NABE	9545	SM2	0998			RC2	LANE	XXAA1	00009545	83056	83056	12385	NAVSTA	ROTA	SECU	RA	SECURITY						
7019F	46129	IC3	NABE	9545	AZ2	0998			RC2	CRIS	XXA39	00009545	83056	83056	12405	NAVSTA	ROTA	SECU	RA	SECURITY						
7139F	46129	IC3	NABE	9545	QM2	0998			RC2	FLOR	94DA1	00009545	83056	83056	12206	NAVSTA	ROTA	SECU	RA	SECURITY/AQMP-BINO						
7118F	46129	ABH2	5AHE		ABH2	0999			RC1	NAPO	XXAA9	00009545	83056	83056	14075	NAVSTA	ROTA	SECU	RA	FUEL FARM EAST ROM						
...CAO...																										
7041F	46127	MN2	NABE	9545	AO1	0801			RM1	BETT	XXA91	00009545	83056	86804	60865	NAVSUPPACT	SOUDA	RA	SECURITY							
7038F	46127	MN2	NABE	9545	QM1	0801			RC1	LACR	10D81	00009545	83056	86804	60850	NAVSUPPACT	SOUDA	RA	SECURITY							
7064A	46130	PN2	5AAE	9545	BM2	0401			RC2	CHRI	10DA1	00009545	83056	84156	01783	NAV SUPP ACT	NAP	RA	SECURITY GUARD							
7011A	46128	MM2	5ABE	9545	BM2	0401			RC2	LISO	10DA1	00009545	83056	87335	00965	NAVSUPPO	LA MADD	RA	SECURITY GUARD							

ALLOW	LOC	ASGN	+	CAI	=	TOT	ASGN	LOC	ASGN	+	CAO	+	IAP	=	ON	BD
TOTALS:	35	35		0		35		35		4		0		39		



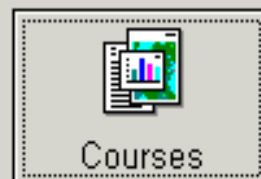
TRAINING TOOLS

- **RESERVE TRAINING MANAGEMENT AND PLANNING SYSTEM (RESTMPS) Data**
- RESTMPS is a powerful new tool using Internet Technology for training and personnel managers.
- Contains detailed information on all formal navy courses, reserve training records and personnel status (ie Leadership Training Continuum completion).
- <http://www.navy.mil/navresfor/n7>

RESTMPS - Main Menu



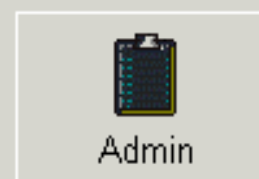
Reserves Training Management and Planning System RESTMPS



Courses



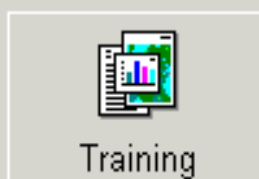
Mobilization



Admin



Personnel



Training



Close

Assistance Is Available
NTMPS Support Office
1 - 866 - 438 - 2898



TRAINING TOOLS

- **Electronic Training Jacket (ETJ)** is now available at <http://ntmpsetj.navy.mil/Login.asp>.
- **Computer Based Training (CBT)**
 - CBT is a cost-effective means to present state-of-the-art training (for PJT, including Rate/CET) with an increased emphasis on visual aids and student interaction.

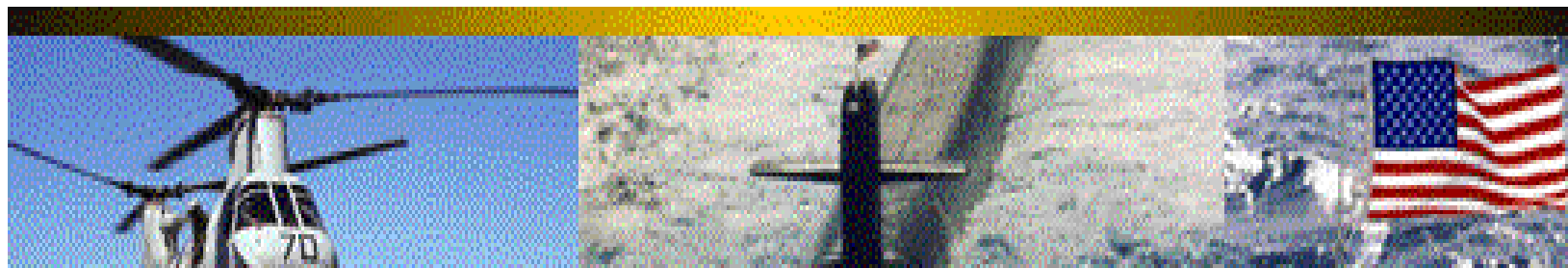


TRAINING TOOLS

- Check-out CBT courses through the ATD library.
- List of courses is available on the NAR website, and is also attached to monthly PBFT minutes.
- Document CBT as PJT or Rate Training.



E-LEARNING WEB SHOT



Welcome to Navy E-Learning

ANYTIME

ANYWHERE





E-LEARNING

- The goal of Navy E-Learning is to grant access to courses that provide the knowledge and skills the Navy workforce needs to empower themselves, and foster lifelong learning habits.



E-LEARNING

- Over 948 Information Technology (IT) courses
- 477 Leadership, Management and Personal Development courses
- 37 Military Training courses
- CNET is currently negotiating with SOCNAV colleges and universities to provide college credit for Navy E-Learning courses.
- Reserve Retirement points are awarded for most courses completed.



INFORMATION TECHNOLOGY (IT) COURSES

- The IT courses range in scope from beginning computer applications, such as Microsoft Word, Power Point, Access and Excel, to Local Area Network/Wide Area Network administration and programming/development, such as C++, Java and Visual Basic.



LEADERSHIP, MANAGEMENT AND PERSONAL DEVELOPMENT COURSES

- Communication Curriculum
- Customer Service
- Human Resources
- Leadership Skills for Managers
- Personal Development
- Team Building
- Strategic Planning



MILITARY TRAINING COURSES

- Administrative Training
- Leadership Management
- Naval Reserve Orientation
- Basic Skills (Math, Science, Telecommunications)



PROFESSIONAL DEVELOPMENT COURSES

- All Navy “Rating Specific” Advancement Courses, Bibliographies, Study Guides
- Military/Leadership & Management
- Military/Navy Certifications, Navy Systems Administrator Level 1, 2, 3.



PROFESSIONAL READING LIST

- MCPON'S Reading List
- Navy Leadership Continuum
- Navy Leader Planning Guide



NON-PRIOR SERVICE ACCESSION PROGRAM

- Brief history of program



NPSAC PROGRAM PERSONNEL

- **Non-Prior Service Accession Course**

Manager: ADC (AW) Best

Coordinators:

- Phase I: AM2 McCorkle

- Phase II: AT1(AW) Flaherty

- Phase IV: PR1(AW) Rowe



NPS PHASE I

- Naval Reserve Indoctrination
- Sponsor
- Uniform Issue
- Briefing on proper grooming standards, wearing of the uniform, ect...
- Report to Phase II Sunday morning



NPS PHASE II

- Rank/Rate Recognition
- Uniform Regulations
- Customs and Courtesy
- Military Drill
- UCMJ
- Physical Readiness



NPS PHASE II RECOMMENDATIONS

- Unit career counselors need to get involved with members
- Units and RESFORONS give briefs about their commands
- Take members on tours of RESFORONS and ships
- Practice swims before boot camp



PHASE III

- Bootcamp 14 days of Annual Training
- Firefighting qualified
- Basic Damage Control (Chemical, Biological, and Radiological Defense sections only)
- Swimming Third Class Test



PHASE IV

- Education/Career Planning
- Shipboard Watch standing
- Healthy Lifestyles
- Heritage/History of the Navy
- Core Values (i.e... Code of Conduct, Decision making, etc...)
- Advancement/Team building
- Computer Familiarization
- Damage Control
- Credit Cards
- Indebtedness
- Savings
- Credit Reports
- Service Records
- PQS
- HAZMAT/ORM
- Personal Development
- CNO Reading List



NPS SUCCESESSES

- Award-winning personnel
- NPSAC program graduated 50 NPS personnel within the last 8 months
- Three members graduated with honors from boot camp
- One graduate received LOA from ship CO
- One graduate received LOC from flag officer



NPS TIMELINE

- **Phase I-III** will be completed within first 12 months of enlistment (6 months recommended).
- **Phase IV** will start first “A” drill weekend following Phase III.
- NPS members must complete 84 calendar days of IDT (full days of IDT, not individual drill periods, AT, ADT or ADSW) within 36 months of enlistment.
- NPS members can perform Annual Training as soon as they complete Phase IV.



NPS TIMELINE

- In peacetime, NPS member may not be assigned on land outside the United States, unless member has completed NPS and performed an additional 24 calendar days of IDT.
- In wartime, a NPS member may not be assigned on land outside the U.S., unless member has completed NPS and performed an additional 72 calendar days of IDT for a minimum 84 days IDT.



POST NPS

- One(1) week school for swim qualification, if not attained in boot camp.
- Perform AT at RESFORON to get familiar with all rates, and maintenance practices.



SUMMIT SUMMARY

- Training Process
- Documentation/Tracking/Unit Reports
- Learning Resources
- Non-Prior Service (NPS) Program



TRAINING ISSUES AND IDEAS

- Group Discussion
- NAR Training Survey
- CBT Lab E-Learning Demo



FINAL THOUGHT

**“Don’t be afraid to challenge the pros,
even in their own backyard.”**

“Learn from the pros, observe them, seek them out as mentors and partners. But remember that even the pros may have leveled out in terms of their learning and skills. Sometimes even the pros can become complacent and lazy.” *General Colin Powell, Chairman (Ret), Joint Chiefs of Staff*